

RECREATION AIDE II

NATURE OF WORK

This is unclassified, part-time recreation work participating in the supervision and leadership of recreational activities and programs for public participation at a single or multiple recreational facility.

Work involves participating in the implementation of recreational activities and programs at City recreational facilities. Work includes arranging a time and date for programs and activities to be held; interacting with the public to establish rapport and create interest in the programs and activities; and preparing and maintaining appropriate records to evaluate effectiveness of programs and activities. An employee in this class may also be responsible for supervising a multiple athletic field or gym complex, multiple playground sites, or for organizing special events. General supervision is received from a higher level recreation supervisor with work being reviewed in the form of evaluations, conferences and effectiveness of services provided. Supervision may be exercised over a small staff of volunteers or subordinates.

EXAMPLES OF WORK PERFORMED

Assists recreation facility director or higher level recreation supervisor in the coordination and implementation of recreational programs and activities.

Assists in an office setting answering telephones, directing calls and assisting walk-in traffic; performs minor clerical tasks; orders and monitors supplies and equipment for activities and programs at assigned locations.

Develops promotional material for special events or programs to enhance public interest.

Supervises recreation center or Nature Center programs in the absence of a higher level recreation supervisor.

Prepares and maintains appropriate records, including attendance records to evaluate existing programs.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of a wide variety of recreational activities adaptable for use in a public recreation setting.

Knowledge of the rules, materials and equipment used in a wide variety of recreational activities for all age groups.

Knowledge of the necessary safety precautions to be used in public recreational programs and activities.

Ability to work independently with minimal supervision.

Ability to establish and maintain effective working relationships with people of all age groups and to tactfully solve participant disciplinary problems.

Ability to communicate effectively with co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus experience working with the general public in a recreation setting.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus some experience working with the general public in a recreation setting; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills to successfully perform the duties to which assigned.

Approved by: _____
Department Head

Personnel Director

9/95

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